

*The City of  
Moorhead,  
Minnesota  
seeks a  
strategic  
leader and  
effective  
relationship-  
builder to  
serve as the  
next...*



## CITY MANAGER

### The Community

The City of Moorhead, Minnesota, located on the state border across the Red River from the City of Fargo, North Dakota, serves as a regional center for culture, commerce, and higher education in northwestern Minnesota. Moorhead is the largest city in northwestern Minnesota. It is a growing city with a population of approximately 44,000 and is also part of the Fargo-Moorhead Metropolitan Area with an estimated overall population of 250,000. Moorhead is the Clay County seat and the home of three institutions of higher learning--Concordia College, Minnesota State University Moorhead, and the Minnesota State Community and Technical College.

Founded in 1871 and later incorporated in 1881, the city is named after William G. Moorhead, a director of the Northern Pacific Railway. The railway provided the stimulus for economic and population growth in the Moorhead area. Individuals moved west to take advantage of the Homestead Act, through which they were given acreage of property in exchange for farming the land and making their home in the area. The Red River of the North served as a transfer point for goods and passengers between the Twin Cities of Minneapolis and St. Paul and Winnipeg, Manitoba.

Today, the Fargo-Moorhead metropolitan area continues to serve as a transcontinental crossing; distribution and transfer industries remain a vital part of the region's economic environment. Interstates I-94 and I-29 intersect just west of Moorhead. Hector International Airport is located in Fargo, with multiple non-stop flights to Minneapolis, Chicago, Denver, Dallas, and Las Vegas, and the Moorhead Municipal Airport is just three miles southeast of the city. Rail services from Canada to Mexico and from west coast ports to the Great Lakes and Amtrak passenger services are also available.

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## The Community, continued...

Major employers in Moorhead include American Crystal Sugar Company, Busch Agricultural Resources, Pactiv Corporation, Sanford Health, Minnesota State University Moorhead, Concordia College, and Minnesota State Community and Technical College.

The City of Moorhead boasts approximately 1,400 acres of parks and recreational land, 46 parks, 23 miles of bicycle/pedestrian trails and sidewalks, and a variety of recreational facilities, including the Cullen Hockey Center. Moorhead is also home to the Heritage Hjemkomst Interpretive Center, the Bluestem Amphitheater, the Trollwood Performing Arts School, and the Rourke Art Museum.



Moorhead Area Public Schools (Independent School District 152), with an October 2019 student enrollment of 7,695 students, offers comprehensive public education services, including early childhood family education, adult basic education, and community education. The district operates four elementary schools, a middle school and high school and an alternative learning center located in Moorhead. In 2015 and 2019, voters overwhelmingly approved \$78 million and \$110 million bond referendums for Moorhead Area Public Schools' capital improvements, including new

elementary, middle, and high schools and expanded facilities. Private school options for K-12 services include Park Christian and St. Joseph. Post-secondary education is available at Minnesota State Community and Technical College; Minnesota State University Moorhead; Concordia College, a private liberal arts institution; Rasmussen College; and North Dakota State University, located in the City of Fargo, North Dakota.

## The Organization

The City of Moorhead is organized under a Home Rule Charter and operates under a Council/Manager form of government. The City Council serves as the City's legislative body, responsible for the enactment of local law, adopting budgets, levying taxes, and appointing the City Manager. The Mayor is elected at large and votes in the event of a tie. Eight City Council members are elected by ward with two members elected from each of the City's four wards. The Mayor and City Council members serve four-year terms. Beginning in 2016, elections are conducted in even years.



The City is organized into seven departments – Administration, Engineering, Fire, Parks and Recreation, Community Development, Police, and Public Works. The City and Clay County occupy a new Joint Law Enforcement Center, which was completed in 2018. Moorhead also participates in the Red River Joint Dispatch Center, the first joint dispatch center in the country to cross state lines providing dispatch operation for fire, police, and emergency response in two counties and two different states.

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## The Organization, continued...

For 2020, the City of Moorhead has an operating and capital budget of \$115.4 million and an authorized workforce of 279 full-time equivalent employees. Approximately 70% percent of staff are represented by one of five collective bargaining units.

Municipal water and electric utility services are provided by Moorhead Public Service. Economic development programs are administered by the Moorhead Economic Development Authority. Both entities are controlled and managed by their governing bodies, whose Board members are appointed by the Moorhead City Council.



## The Position

The City Manager reports to and serves at the pleasure of the City Council. The position provides executive leadership, advising and assisting the City Council on policy, operations and governance, planning and directing city government functions and ensuring proper operations, staff and budgeting, consistent with the City Charter, local ordinances and policies adopted by the City Council and state and federal laws.

The City Manager has 9 direct reports, including the six department directors, the City Clerk, the Assistant City Manager and the Executive Assistant.

Specific position responsibilities include:

- Manages and supervises all City departments, divisions and functions including administrative services, public works, public housing, police services, fire services, code services, parks and recreation, community and government relations.



- Coordinates department activities with other departments and agencies as needed.
- Collects, reviews and prepares written reports, presentations and recommendations to the City Council and various boards and committees, civic groups and the general public.
- Advises the City Council on financial conditions and current and future City needs.
- Provides recommendations to the City Council regarding policies, staffing levels, budgets and other matters requiring City Council action.
- Oversees the planning, preparing, recommending and administering of the annual City budget.
- Identifies community needs; develops strategies, programs and resources to meet those needs.

## Leadership Opportunities

**Develop an effective Council-Manager relationship.** The City Manager will focus on building strong, collaborative and effective working relationships with the Mayor and City Council, individually and collectively, to support the City Council’s governance and policy-making roles. The City Manager will take a proactive approach to engage the City Council on issues, report on implementation of Council policy, and share information on City operations and activities. The City Manager will also work collaboratively with the City Council and staff to define roles and relationships and create a trusted rapport for presentation of professional staff analyses and recommendations for the implementation of Council policy directives.

**Define a strategic direction.** As Moorhead continues to grow and develop, a shared vision for the future will be important. Community engagement will be an important step in the process to define a vision of success, strategic goals, and Moorhead’s role within the Fargo-Moorhead region.

**Provide long-range operations and financial planning.** As a border community, the city’s fiscal environment is affected by the economic and tax policies of both Minnesota and North Dakota. Long-range financial planning is critical to implementing and achieving the city’s strategic direction. The City Manager will work closely with the City Council and staff to develop a long-range financial plan that will balance the generation of revenue within the community’s capacity, identify the long-range fiscal impact of policy decisions, provide for investments in municipal infrastructure and facilities, ensure that staffing levels provide the capacity needed to deliver quality services, and promote sustainability in municipal operations.

**Lead synchronized goals with public utility and economic development.** Water and electric utility services are provided by the Moorhead Public Service Commission. Economic development programs are administered by the Moorhead Economic Development Authority. Both entities are controlled and managed by their governing bodies, whose Board members are appointed by the Moorhead City Council. From maintenance operations and capital improvements to economic development, the City Manager will lead coordinated plans to provide effective and efficient services to city residents and to build relationships within the business community.

**Explore opportunities for regional collaboration.** The City Manager will seek out and build relationships with community leaders and officials representing the public, private and not-for-profit sectors, throughout the region to provide the foundation for cooperation on regional issues and implement partnerships in the delivery of services.



## Desired Capabilities

- Builds relationships and bridges differences about what's best for the city
- Develops collaborative and effective working relationships with council members and staff
- Effectively delegates, empowers and holds staff accountable to execute goals established by the governing body
- Visible and approachable in the community, with an awareness of the city's increasing diversity
- Sees the big picture, sets a cohesive direction for directors to be a single management team
- Independent thinker with fresh ideas who is ready to move beyond the status quo



- Personable, confident, and intelligent; Organized yet flexible and adaptable; Resilient and tenacious
- Positive, can-do attitude, adept at balancing competing demands
- Supports and leads staff with integrity and maturity
- Straight talker who uses tact and diplomacy but is not afraid to stand up to others
- Promotes the city's attributes and its competitive advantage
- Establishes trust and places trust in others
- Remains calm under pressure
- Open and honest communication style
- Listens to all sides of an issue without taking sides; doesn't always have to talk

## Education and Experience

Bachelor's degree with coursework in public administration, political science, business management, economics, or related field and over six years of increasingly responsible experience managing municipal government operations or comparable organizations. Master's degree preferred. The ideal candidate will provide leadership in building effective Council-Manager-staff relationships, clarifying organizational roles and responsibilities, and helping the City Council identify, establish and achieve strategic directions. Candidates must demonstrate the ability to develop productive collaborative relationships, to plan and direct the work of operating departments, to encourage continuous improvement of municipal operations, and to provide for investments in municipal infrastructure and facilities. Must have excellent skills in interpersonal relations, communications, performance management, and organizational development.

## Compensation and Benefits

Competitive compensation package up to \$173,000 depending on qualifications and experience. Excellent health and benefits program available. Relocation negotiable.

## How to Apply

Submit your cover letter and resume via email to [humanresources@ci.moorhead.mn.us](mailto:humanresources@ci.moorhead.mn.us). Resumes will be accepted through 4:30 p.m. on August 28, 2020. For more information, please contact the City of Moorhead Human Resources office at [amy.settergren@ci.moorhead.mn.us](mailto:amy.settergren@ci.moorhead.mn.us) or by calling 218-299-5371.

**The City of Moorhead is an Equal Opportunity Employer.**